Roles & Responsibilities in PLAS Reporting

PLAS Administrator Duties - Common:

1. Interpret or obtain interpretation of process and program code applications for users.

2. Answer questions or direct inquiries to the proper source as they relate to PLAS for: the Performance Plan, Unit Cost, ATAAPS, DCARRS, "One Book," budget matters, and cost codes.

3. Create local program codes and review them for duplication and conflict.

4. Hide unused program codes.

5. Create local screens for collecting unit counts that are properly defined. Coordinate unit count definitions with the District Plans and Resource Management staff.

6. Assist the Unit Cost Administrator in reconciling PLAS data and run extracts of PLAS data in support of Unit Cost reports.

7. Run recurring and special PLAS based reports using the PLAS Reports utility as well as other tools such as PowerPlay and Impromptu.

8. Analyze PLAS data and highlight trends and problem areas by teams to management . . . be proactive

9. Check PLAS reports for reporting consistency and logic and initiate corrective action as necessary.

10. Explain Error Messages and Help Screens to users; obtain definitions of unique messages or elements from the PLAS Office.

11. Reset user passwords.

12. Identify need for new and revised PLAS policies and convey recommendations to the PLAS Office.

13. Notify users and the PLAS Office immediately of operating errors and other system problems.

14. Check to be certain that employees are not performing unauthorized future reporting and take appropriate follow-up action.

15. Coordinate system updates and fixes with LAN Administrators.

PLAS Administrator Duties - District Level:

1. Provide advice on PLAS changes and insure that the latest PLAS Release software is installed at all CAOs.

2. Generate monthly and special PLAS usage reports for all organization levels.

3. Coordinate the solution of District-wide PLAS problems with the PLAS Office.

4. Recommend specific PLAS improvements to the PLAS Office.

5. Train CAO PLAS Administrators on all facets of PLAS.

6. Train new District employees on how to use PLAS, train all District employees on new PLAS releases, and provide necessary "refresher" training.

PLAS Administrator Duties - CAO Level:

1. Activate, deactivate and correct CAO employee records.

2. Advise local users on PLAS changes and arrange for the installation of new PLAS software.

3. Train new CAO employees on how to use PLAS, train all CAO employees on new PLAS releases and provide necessary "refresher" training.

4. Grant PLAS supervisory and timekeeper "privileges" to appropriate PLAS users.

5. Obtain answers to users' PLAS questions from the District PLAS Administrator or from the PLAS Office .

6. Recommend specific PLAS improvements to the District PLAS Administrator or to the PLAS Office.

PLAS Office Duties:

1. Assist development of PLAS reports using PowerPlay & other tools.

2. Serve as the Command-wide repository of current and historical PLAS data.

3. Provide advisory/consulting services on PLAS policy and systems to all levels of DCMC management and operating staff.

4. Furnish technical support and data analyses to the Unit Cost Team

5. Implement revised policies, procedures and guidance from Headquarters, DCMC.

6. Provide data definitions for labor reporting at all levels of the Command.

7. Conduct workshops on new and updated PLAS systems applications.

8. Prepare user functional manuals and conduct training for PLAS system administration.

9. Gather and analyze data on PLAS system performance and utilization.

10. Evaluate existing PLAS data products and reports and the effectiveness of program operation in meeting established goals

11. Maintain and modernize PLAS, incorporating appropriate user recommended enhancements.

12. Maintain data interfaces with other DCMC and DLA information systems; ensure conversion, implementation, and maintenance of operating procedures.

13. Provide on-site support to CAOs during deployment of major system enhancements or revisions.

14. Maintain liaison with personnel of other DLA staff elements on PLAS and other time and attendance recording systems.

15. Develop and maintain system code and documentation for developed PLAS software.

16. Provide customer assistance support to Command help system users.

Employee & Supervisor Duties:

1. Access PLAS on personal computer.

2. Research/obtain answers to PLAS reporting questions or operating problems.

3. Request PLAS process or program code change.

4. Enter time into PLAS Time Card Entry Screen under the required headings.

5. Verify report accuracy at end of pay period.

6. Generate PLAS reports as required.

7. Perform final supervisory review of all employees' PLAS records at the end of the pay period.